Cultural

SERVICES

BRITISH COLUMBIA

PROGRAMS

CALENDAR OF APPLICATION DEADLINES

PROFESSIONAL ARTS DEVELOPMENT

	Operating Assistance
March 31	• for professional arts and cultural organizations
Sept 30	• for professional summer arts organizations
Sept 30	• for professional arts and cultural organizations with a calendar fiscal year
March 31, Sept 30	Performing Arts Recommender Program
May 15, Sept 15, Jan 15	Professional Projects
May 15, Sept 15, Jan 15	Training Assistance

COMMUNITY ARTS DEVELOPMENT

	Community Arts Councils Assistance
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	• Local Government Matching
	• Activity Bonus
May 15, Sept 15, Jan 15	• Training Assistance
September 30	Regional Arts Councils Assistance
May 15, Sept 15, Jan 15	Community Development Projects

TOURING

May 30, Sept 30	Arts Resource Touring Subsidy
May 30, Sept 30	Artists in Schools
May 15, Sept 15, Jan 15	Touring Exhibition Assistance
June 30, Oct 31	Writers in Libraries
6-12 months prior to tour	International Touring

ARTS AWARDS FOR INDIVIDUALS

April 15	Film and Video Production Assistance
May 31	Scholarship Awards
May 15, Sept 15, Jan 15	Professional Development Assistance
October 15	Project Assistance for Creative Writers
November 15	Project Assistance for Visual Artists
8-12 weeks prior to event	Travel Assistance for Media Artists

PUBLISHING

March 15	Block Funding for Book Publishers

92-04159/

PROGRAMS

Ministry of Tourism and Ministry Responsible for Culture
Honourable Darlene Marzari, Minister

FOR MORE INFORMATION

To obtain more information about the programs offered by the Cultural Services Branch, contact

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Professional Performing Arts	356-1725

British Columbia Cataloguing in Publication Data
British Columbia. Cultural Services Branch
Programs — 1979-

Annual
ISSN 0226-2339 = Programs-Cultural Services Branch (Victoria)

1. Arts-British Columbia-Finance-Periodicals.
2. Grants-in-aid-British Columbia-Periodicals.
3. British Columbia-Cultural policy-Periodicals.*
I. Title.

NX750.C3B75354.7110085

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INTRODUCTION

The Government of the Province of British Columbia recognizes the significant contribution made by the arts and cultural community to the life of the province and is committed to supporting and developing that community.

Through the Cultural Services Branch, the provincial government administers programs that support the artistic and cultural community. These programs assist community and professional arts and cultural organizations and individual artists, as well as encouraging greater access to cultural and artistic experiences throughout the province.

THE BRITISH COLUMBIA ARTS BOARD

The British Columbia Arts Board is an advisory body to the Minister of Tourism and Minister Responsible for Culture. The Board assists the Ministry in the development of policy and guidelines for awards programs.

The Board consists of fifteen members who represent a cross-section of artistic disciplines and geographic areas of the province. Advisory committees, made up of professionals active in the arts and cultural community, assist the Board by adjudicating applications for a variety of programs and disciplines and making recommendations.

THE ROLE OF THE CULTURAL SERVICES BRANCH

The Cultural Services Branch provides administrative and other support to the B.C. Arts Board. Branch staff are available to consult with, and assist, all applicants. Staff prepare applications for review to ensure that each application includes all requested information and documentation.

In addition to assisting applicants to prepare submissions, Cultural Services Branch staff organize various advisory committees and provide all necessary information required for the adjudication process. Although staff members do not participate in determining artistic merit at either the committee or Arts Board level, they comment and advise on managerial and administrative issues concerning applications.

Cultural Services Branch staff are available for consultation on all programs and application procedures. All applicants are advised to contact the appropriate Cultural Services Branch program co-ordinator to discuss their applications *prior to submission*.

Development of Program Guidelines

The guidelines outlined in individual program descriptions have been developed through consultation with individuals and organizations in the arts and cultural community, as well as recommendations from the B.C. Arts Board and its advisory committees. Program guidelines and eligibility criteria are regularly reviewed and updated. Programs are subject to revision, suspension or cancellation without notice.

While program guidelines are not intended to limit an applicant's creativity, they do indicate the general priorities and goals of the programs.

APPLICATION POLICIES AND PROCEDURES

Application Procedure

- All applicants are advised to contact the appropriate program co-ordinator at the Cultural Services Branch prior to making application.
- Applications must be made on forms provided by the Cultural Services Branch. Additional application requirements are specific to each program and must be submitted according to program guidelines, which are available from the Cultural Services Branch. The Branch is not responsible for the loss or damage of supporting materials submitted with applications.• Applications cannot be submitted retroactively.
- Any major changes in budgets and/or projects after an application has been submitted must be discussed with the appropriate Cultural Services Branch program co-ordinator.
- Applicant organizations may be required to submit an audited financial statement on the request of the Cultural Services Branch.
- To facilitate evaluation of applications and a review of resulting projects, applicants must allow Cultural Services Branch staff, B.C. Arts Board members, advisors or authorized assessors reasonable access to view the applicants' facilities; or the work, program or project funded.

Assessment Process

Each application received at the Cultural Services Branch is first registered and then assigned to a program co-ordinator who is responsible for assuring that the application is complete and meets the eligibility criteria for that particular program.

Following preparation by the program co-ordinator, each application is presented for adjudication to a minimum of one of the following bodies:

- an independent peer jury
- an advisory committee for the applicable discipline
- the Cultural Services Branch Management Committee
- the Regional Committee of the British Columbia Arts Board
- the British Columbia Arts Board.

Applicants are notified of Ministry decisions in writing following the review process.

All awards are also considered by the British Columbia Arts Board at one of three annual meetings.

Awards Decisions and Notification

- All applicants will be notified of decisions by letter. Applicants receiving an award must fulfil any terms or conditions determined during the adjudication process. The Cultural Services Branch will notify applicants of any terms and conditions related to the awards.
- Decisions may be appealed, provided that notice of appeal is filed with the Cultural Services Branch within thirty days of the decision announcement. Appeals must be based upon new information, unavailable at the time of the original evaluation, which might significantly alter that evaluation.

Acknowledgement of Awards

The Ministry requests that recipients acknowledge Ministry assistance on all written materials relating to the program or project. This includes media releases, advertisements, posters and other handouts.

The acknowledgement statement reads as follows:

> *"We gratefully acknowledge the financial support of the Government of British Columbia through the Ministry of Tourism and Ministry Responsible for Culture."*

ARTS DEVELOPMENT

Intent and Purpose:
These funding programs are designed to provide a stable level of support to, and facilitate the organizational development of, professional arts and cultural organizations.

OPERATING ASSISTANCE

Awards are available to support the general operations of arts and cultural organizations. No specific projects need to be described to receive Operating Assistance. Applicants are judged on the merits of their entire operation, including program content, administration, and financial management.

Awards in this category are not available for start–up costs, 'seed' money, capital expenditures (construction, renovation, property or equipment purchase), feasibility studies, or budget deficits.

Operating awards are made once each fiscal year for current or future operations, depending on application date.

GUIDELINES

Eligibility Criteria

Organizations that have not previously received funding in this category are requested to establish their eligibility by contacting the appropriate program co-ordinator in the Cultural Services Branch prior to filing an application.

Eligibility in this category is reviewed on an annual basis.

Under normal circumstances, to be eligible, applicants must:

- be registered as a non–profit society in the Province of British Columbia;
- have completed at least one full year of operation, be able to present a financial statement for that year and have financial guarantees and firm program proposals for a second consecutive year of operation;
- show a high standard of professionalism in all areas of activity;
- demonstrate competent administration;
- be able to demonstrate a diversified revenue base which should include significant earned revenue, federal and local government support, and revenues from the private sector through fundraising activities or donations;
- have previously received at least one Development Project award through the Cultural Services Branch.

Application Requirements

Applicant organizations are required to provide detailed submissions consisting of program outlines (and, where applicable, proposed production and touring budgets), along with information regarding administration, financing, long–range planning, leadership and artistic program.

More specifically, each application must include:

- a list of the organization's current board of directors or members of its management body;
- two copies (an original and a photocopy) of the Operating Assistance application form;
- a copy of the letter of registration as a non–profit society;
- a list of principal administrative and artistic staff, by name and title;
- a copy of any current application for assistance to the Canada Council;
- a recent, independently-prepared financial statement ('review engagement') for organizations whose total operating budget is less than $100,000, or whose last Cultural Services Branch award was $15,000 or less; or an audited financial statement for organizations whose total budget exceeds $100,000, or whose last award exceeded $15,000.

Applicants are also encouraged to submit a long-range plan outlining the future artistic and administrative development of the organization.

Application Deadlines

- **March 31** - for organizations with a fiscal year other than calendar year
- **September 30** - for organizations with a calendar fiscal year
- **September 30** - for summer arts organizations.

Specific Eligibility Criteria

(A) PERFORMING ARTS ORGANIZATIONS

An applicant organization must

- operate on a year-round basis and produce an annual season of works;
- employ a majority of professional artists in their performances;
- demonstrate a high standard of artistic achievement and professionalism;
- have completed at least one full year of operation and have funding guarantees and firm program proposals for a second consecutive year of operation.

The following factors are considered in evaluating funding requests:

- artistic quality
- administrative competence and capability
- the nature and significance of the services provided to the public
- availability of comparable services in the applicant's geographic area
- the impact of the program
- the amount of financial support from local and federal governments
- the nature and extent of public and private support, both in terms of financial support and level of community participation.

Applicants are advised to contact the Co-ordinator of Professional Performing Arts Programs at the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

Note: A performing arts organization with a history of producing new work may also qualify as a 'Recommending Company' under the Performing Arts Recommender Program. The objective of the program is to provide financial support to independent performing artists for the creation of new work. Organizations must request consideration for designation as a 'Recommending Company' in writing at the time of application for Operating Assistance. (Artists who meet the eligibility criteria apply directly to a recommending company for support.) For more information, contact the Co-ordinator of Professional Performing Arts Programs in the Cultural Services Branch.

(B) MUSEUMS AND GALLERIES

An applicant organization must

- be an institution whose primary objectives include collecting, preserving, and/or assembling and exhibiting to the public for its instruction and enjoyment, either a collection of objects, artifacts and specimens of heritage or historical significance, or a collection of paintings, sculpture and other works of art;
- be a museum and/or art gallery which is either a non–profit society or is a public institution operated by a municipality with a community–based board of management;

- own or lease space primarily devoted to museum or art gallery–related activities;
- run a facility that is open to the public year round, on a regular basis;
- demonstrate strong local financial support for operations (excluding all federal and other provincial grants).

Institutions not eligible for assistance include aquaria, botanical gardens, zoological gardens, science and technology centres, museums classified as 'seasonally open', and museums primarily established to display temporary exhibitions.

The following factors are considered in evaluating funding requests:

- quality of displays and exhibitions
- demonstration of competent administration
- professional curatorial expertise
- the nature and significance of the services provided to the public
- the impact of the institution's public programming
- availability of comparable services in the applicant's geographic area
- the amount of financial support from local and federal governments
- the nature and extent of public and private support, both in terms of financial support and level of community participation
- adequacy of the facility, including building standards, security, etc.

Applicants are advised to contact the Co-ordinator of Visual Arts Programs at the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

(C) ARTS AND CULTURAL SERVICE ORGANIZATIONS

Service organizations must

- be open for membership to all individuals, companies or institutions who meet the requirements established in the constitution of the organizations;
- be able to demonstrate a range of membership which is representative of their constituency;
- clearly state the services provided to their membership;
- be able to demonstrate a diversified revenue base, including a significant contribution from the membership.

Support is provided for specific services to the membership of the organization.

Provincial service organizations that regularly organize conferences must include conference costs in their operating budget.

Organizations *not eligible* under this category include guilds, associations, individual community groups representing specific artistic disciplines, or those organizations whose sole purpose is advocacy.

Applicants are advised to contact the appropriate program co-ordinator to discuss program guidelines and eligibility criteria prior to submitting an application.

(D) LITERARY PERIODICALS

Applicants must

- be primarily devoted to literary subject matter, with a recognized standard of quality;

- have been in existence for at least one year and have concrete plans for a second year of publication;
- publish at least three issues per year;
- have editorial offices located in the province of British Columbia;
- be accessible to the general public;
- be printed in Canada;
- have a paid subscription list of at least 500 at the time of application and be actively soliciting new subscriptions;
- provide an outlet for creative writing and a market for British Columbia writers;
- contribute to the intellectual and cultural life of British Columbia;
- have a stated editorial policy which is consistently implemented. This statement must be formulated independently of the executive administration of any organization or institution to which a periodical might be attached (i.e., a university or art gallery).

Assistance is *not available* for trade journals, periodicals devoted to a specific profession, newsletters or government publications, nor for periodicals that do not charge for copies. Journals may not be directly part of a government at the federal, provincial or municipal level.

These documents must be sent with the required application form:

- a statement of editorial policy;
- the names of publishers, editors and members of the editorial board;
- a statement indicating frequency of publication;
- printing and circulation information.

The following factors are considered in evaluating funding requests:

- artistic quality
- demonstration of competent administration
- the impact of the program
- the amount of financial support from local and federal governments
- the nature and extent of public and private support, both in terms of financial support and level of community participation.

Applicants are advised to contact the Co-ordinator of Literary and Publishing Programs in the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

(E) ARTS TRAINING INSTITUTIONS AND ORGANIZATIONS

The following factors are considered in the evaluation of funding requests:

- the standards of instruction offered by the institution;
- the level of instruction offered and students enrolled (priority is given to institutions offering pre-professional and professional level courses);
- the procedures in place which establish a student's qualifications for admission to the institution (audition or academic);
- the professional qualifications of faculty employed by the institution;
- the impact of services and programs offered by the institution in the community;
- the ongoing contribution of the institution to the development of professional artists;
- the management capability of the institution;
- the availability of comparable services within the applicant's geographic area.

Additional Application Requirements

Applicant organizations are required to provide detailed submissions consisting of program outlines, a syllabus and curriculum details; along with information regarding faculty qualifications, student enrolment, administration, financing, senior management structure and policies, and long-range planning.

In addition to the general requirements for all applicants for Operating Assistance, each application must include the following:

- a complete list of courses of study offered, including level of instruction, admission requirements for students and a list of teaching faculty;
- a description of each course offered; and a breakdown of course enrollment by type, level, and age of students.

Applicants are encouraged to submit a long-range plan outlining the future artistic and administrative development of the organization.

Applicants are advised to contact the appropriate program co-ordinator in the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

(F) MEDIA ARTS ORGANIZATIONS

Applicant organizations are required to provide detailed submissions consisting of program outlines (and, where applicable, proposed production and touring budgets), along with information regarding administration, financing, long–range planning, leadership and artistic program.

Applicant organizations must

- be open for membership to all those who meet the requirements established in the constitution of the organizations;
- be able to demonstrate a range of membership which is representative of their constituency;
- clearly state the services provided to their membership;
- be able to demonstrate a diversified revenue base, including a significant contribution from the membership.

The following factors are considered in evaluating funding requests:

- artistic quality
- administrative competence and capability
- the nature and significance of the services provided to the public
- the availability of comparable services in the applicant's geographic area
- the impact of the program
- the amount of financial support from local and federal governments
- the nature and extent of public and private support, both in terms of financial support and level of community participation.

Applicants are encouraged to submit a long-range plan, outlining the future artistic and administrative development of the organization.

Applicants are advised to contact the Co-ordinator of Media Arts Programs in the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

PERFORMING ARTS RECOMMENDER PROGRAM

The objective of this program is to provide financial support to independent performing artists for the creation of new work through designated 'recommender' companies. The artists are selected by dance, music and theatre companies that have been designated as recommender companies. Artists who meet the eligibility criteria may apply directly to a recommender company for support.

Designation as a Recommender Company

- To be considered as a recommender company, a dance, music or theatre company must currently be receiving operating assistance from the Cultural Services Branch and must have a history of creating or developing new work.
- *An eligible company may request to be considered for recommender status only when it makes its annual application for operating assistance.*

Eligible Artists

- Artists eligible to apply to recommender companies for funding include professional playwrights, choreographers, or composers who have been residents of B.C. for at least 12 months prior to application. Applicants must be either Canadian citizens or landed immigrants.
- For the purposes of this program, a professional playwright, choreographer or composer is defined as someone who has completed all basic training and has had a minimum of one original work produced professionally.

An artist may receive funds from more than one recommender company, up to a maximum of $5,000.00 per fiscal year.

An artist who receives recommender funds must retain control of all project expenditures. An artist may use the funds to pay any additional artists required to create or develop the new work.

Program Guidelines

- The Artistic Director of the recommender company is responsible for selecting artists who receive money under this program. The selection process may include consultation with other professional artists.
- The recommender company must not recommend regular employees or members of the Board of Directors of their own organization for assistance under this program.
- The recommender company must disburse its funds within a year of notification of the amount of funds available for allocation. Awards may be given to an individual artist or divided among several artists.
- Award amounts allocated by recommender companies may range from a minimum of $500.00 to a maximum of $5,000.00.
- The recommender company must make full payment of the allocated award to selected artists without imposing time restrictions on the creation or development of the new work.
- Allocation of funds to an artist from a recommender company should in no way be construed as a commission, or as an advance on performing rights or royalty payments to the artist. Any script, manuscript, choreography or score resulting from a project undertaken through this program shall remain the property of the artist. There is no obligation on the part of either a recommender company or an artist to produce the work generated from involvement in this program.
- Recommender funds cannot be allocated for projects already receiving support from other Cultural Services Branch programs.

- Recommender companies are required to submit an annual report of the disbursement of the recommender funds to the Cultural Services Branch. Recommender companies who fail to comply with the guidelines and/or make inappropriate allocations will have their recommender status suspended.
- Upon payment of the individual award(s), the recommender company must provide a copy of these guidelines to each selected artist.

Application Requirements

Artists and companies are advised to contact the Co-ordinator of Professional Performing Arts Programs in the Cultural Services Branch to discuss company and artist eligibility for the program.

Application Deadlines

An applicant company must request designation as a recommender company at the time of making application for Operating Assistance:

- **March 31** - for companies with a fiscal year other than the calendar year
- **September 30** - for companies with a calendar fiscal year

PROFESSIONAL PROJECTS

Awards are available on a project basis to assist with the development and special activities of professional arts organizations. Eligible projects should advance the applicant organization's professional artistic development, improve its professional services or allow it to expand into new areas of interest.

There are two categories of Professional Project Assistance:

(A) PROFESSIONAL SPECIAL PROJECTS
(B) PROFESSIONAL DEVELOPMENT PROJECTS.

Each type is described following the section on General Eligibility.

GUIDELINES
General Eligibility Criteria

All organizations requesting Professional Project Assistance must conform to the following general guidelines:

- The applicant must have been a registered non–profit society in the Province of B.C. for a minimum of one year and must be able to provide a recent independently-prepared financial statement ('review engagement') for that period.
- The proposed project is for a finite period of time and is clearly identified as a 'one-time' project.
- The project budget is clearly delineated from normal operational expenditures.
- The project budget demonstrates a diversified revenue base that includes significant funding from sources other than the Government of British Columbia.
- Under normal circumstances, applicants must have completed and submitted final reports for any outstanding projects funded through the Cultural Services Branch prior to making application for new funding.

(A) PROFESSIONAL SPECIAL PROJECTS

Professional Special Project assistance awards are given to organizations *currently receiving Operating Assistance* from the Cultural Services Branch.

Specific Eligibility Criteria

Professional Special Project requests must conform to the following specific guidelines:

- The application must be for a special project clearly identified as an activities which could not take place without an award.
- The project must be clearly distinct from the normal operational activity of the organization.
- The applicant must demonstrate that the regular operational activities of the company are in good financial order.

Professional Special Project awards are made on a one–time only basis; they cannot be renewed or be utilized for repeat activities.

Under normal circumstances, applicants may only receive one Professional Special Project award per fiscal year.

(B) PROFESSIONAL DEVELOPMENT PROJECTS

Professional Development Project assistance is awarded to professional arts organizations *not currently receiving Operating Assistance* from the Cultural Services Branch.

Awards are made for a specific project or to assist the ongoing activities of the organization.

Specific Eligibility Criteria

Under normal circumstances, Professional Development Project requests should conform to the following guidelines:

- The applicant must have previously demonstrated an ability to realize the project proposal in accordance with recognized professional standards.
- The applicant must be able to demonstrate the ongoing availability of professional management to the organization.
- Principal artistic or curatorial contributors to the project development must be paid for their services.
- Approval of an award will not be recommended until any additional significant funding from other sources essential to the realization of the project is confirmed.

Project categories *ineligible* under this program include:

- capital development projects
- equipment purchase
- capital renovation costs
- international travel costs of foreign artists visiting British Columbia
- travel of performing arts organizations to international symposia, conferences or competitions
- projects in celebration of anniversaries.

Application Requirements

All applicants are advised to discuss their project proposal with the appropriate program co–ordinator at the Cultural Services Branch prior to submitting an application.

All applications must be submitted on a Project Assistance application form. Supporting materials (financial statements, project outlines, etc.) must accompany the application.

Maximum Assistance

Awards will not exceed 50 percent of project costs for either Professional Special or Professional Development projects

Application Deadlines

- **May 15**
- **September 15**
- **January 15**

TRAINING ASSISTANCE

Applications are accepted from professional arts and cultural organizations wishing to bring in a consultant to address specific organizational needs or problems.

GUIDELINES

Eligibility Criteria

To be eligible, applicants must:

- be registered as a non-profit society in the Province of British Columbia;
- have completed at least one full year of operation, be able to present a financial statement for that year and have consecutive year of operation;
- show a high standard of professionalism in all areas of activity;
- demonstrate competent administration;
- be able to demonstrate a diversified revenue base which should include significant earned revenue, federal and local government support, and revenues from the private sector through fundraising activities or donations;

Under normal circumstances, only one application for Training Assistance will be considered in any one fiscal year.

Training sessions must be a minimum of 3 hours' duration.

Eligible costs
- honoraria and travel expenses for resource personnel.

Ineligible costs
- accommodation, facility rental or the production of materials.

Application Requirements

Organizations applying for training assistance must provide the following:

(A) Prior to the workshop:
- description of the workshop's purpose
- the instructor's name and resume outlining areas of expertise.

(B) Following the workshop:
- participant list
- brief report on the workshop, including any written materials.

Applicants are advised to contact the appropriate program co-ordinator in the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

Maximum Assistance

50 per cent of workshop costs to a maximum of $500.

Application Deadlines

- **May 15**
- **September 15**
- **January 15**

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Intent and Purpose:
The following programs are designed to assist community and regional arts councils and community-based arts organizations to:

- **develop, preserve, upgrade and/or expand local and regional cultural resources and activities**
- **make arts activities more widely available to all segments of the community**
- **stimulate greater public and private support for the arts.**

COMMUNITY ARTS COUNCILS ASSISTANCE

BASIC ASSISTANCE FOR COMMUNITY ARTS COUNCILS

Annual awards for basic operating support are available to community arts councils throughout the province. Support levels are determined by (1) the population served, based on the most recent federal government census; and (2) the applicant community's distance from major urban centres. These guidelines determine the upper limit for each award.

Applications are evaluated using the following criteria:

- amount requested
- justification of expenditures
- level of activity
- financial need.

Awards are not available for capital expenditures.

Maximum amounts are not automatically awarded.

Eligibility Criteria

A community arts council applying for Basic Assistance must:

- have a constitution and by–laws;
- elect officers at an open meeting on a regular basis;
- be registered as a non–profit society with the British Columbia Registrar of Companies;
- demonstrate significant financial assistance from its local government.

A board member of a community arts council society should not receive payment for services provided in that capacity. Operating surpluses will be considered when assessing award levels. No award will represent more than 50 per cent of the overall operating budget of an arts council.

Application Requirements

Arts councils are required to file the following documents with their application:

- a recent, independently-prepared financial statement ('review engagement') for arts councils whose total operating budget is less than $100,000, or whose last Cultural Services Branch award was $15,000 or less; or, an audited financial statement for organizations whose total budget exceeds $100,000 or whose last CSB award exceeded $15,000;
- a budget for the coming fiscal year;
- a description of the proposed programs;
- a report on the previous year's programs.

Arts councils are advised to contact the Co-ordinator of Community and Regional Arts Programs at the Cultural Services Branch for information about program guidelines and eligibility criteria.

Application Deadline

- **September 30**

LOCAL GOVERNMENT MATCHING

This program assists community arts councils who have received financial assistance from municipal or regional governments in the previous fiscal year.

Eligibility Criteria

Organizations applying for Local Government Matching must also meet the qualifications for Basic Assistance for Community Arts Councils.
The actual amount of local government assistance received will be verified by the previous year's financial statement. This statement must be prepared by an independent accountant. Donated services and in–kind contributions are not eligible for matching funds.

Application Requirements

The application for Local Government Matching must be attached to the application for Basic Assistance for Community Arts Councils.
Arts councils are advised to contact the Co-ordinator of Community and Regional Arts Programs at the Cultural Services Branch for information about program guidelines and eligibility criteria.

Maximum Assistance

The amount of this grant is calculated on a matching basis to a maximum of $4,000 per fiscal year.

Application Deadline

• **September 30**

ACTIVITY BONUS

This program is designed to reward community arts councils which have earned 35 per cent or more of their total revenue in their previous fiscal year.

Earned revenue includes:

- income from membership fees;
- admissions to concerts, craft fairs, and/or art festivals;
- commissions from visual art or craft sales;
- cash contributions; corporate or business donations;
- receipts from fund–raising events;
- course or workshop fees;
- grants from foundations;
- other revenues from arts council co–ordinated activities.

In–kind services can be included as earned revenue if copies of receipts bearing the organization's or individual's name, occupation, project description, hours of work and costs are provided.

Earned revenue does not include:

- awards through the Cultural Services Branch or other provincial, federal or municipal government departments;
- interest on savings accounts;
- revenue earned by member groups of community arts councils.

Eligibility Criteria

The actual dollar amount of earned revenue will be verified by the previous year's financial statement. This statement must be prepared by an independent accountant.

Application Requirements

The Activity Bonus application must be attached to the application for Basic Assistance for Community Arts Councils.

Arts councils are advised to contact the Co-ordinator of Community and Regional Arts Programs at the Cultural Services Branch for information about program guidelines and eligibility criteria.

Maximum Assistance

The amount of the Activity Bonus is calculated as 15 percent of earned revenues, to a maximum of $2,000 per fiscal year.

Application Deadline

- **September 30**

TRAINING ASSISTANCE

Applications will be accepted from community arts councils wishing to bring in a consultant to address specific organizational needs or problems.

Under normal circumstances, only one application for Training Assistance will be considered in any one fiscal year.

Training sessions must be a minimum of 3 hours duration.

Eligibility Criteria

Organizations requesting Training Assistance must be receiving Basic Assistance for Community Arts Councils awards.

Eligible costs:
- honoraria and travel expenses for resource personnel.

Ineligible costs:
- accommodation, facility rental or the production of materials.

Application Requirements

Organizations applying for training assistance must provide the following:

(A) Prior to workshop:
- description of the workshop's purpose
- instructor's name and resume outlining areas of expertise.

(B) Following the workshop:
- list of participants

brief report on the workshop, including any written materials.

Arts councils are advised to contact the Co-ordinator of Community and Regional Arts Programs at the Cultural Services Branch for information about program guidelines and eligibility criteria.

Maximum Assistance

50 per cent of workshop costs to a maximum of $500.

Application Deadlines:

- **May 15**
- **September 15**
- **January 15**

REGIONAL ARTS COUNCILS

This programs supports Regional Arts Councils in their communications and co-ordination activities. Communications can include newsletter production, regional meetings or general arts promotion. Preference is given to activities involving the training of volunteer board members and the co–ordination of performing, visual or literary arts events.

Awards are not available for the construction or renovation of facilities or for the purchase of equipment.

Regional arts councils are encouraged to avoid competition with community arts councils.

Eligibility Criteria

To be eligible for assistance, a regional arts council must:

- be registered as a non–profit society in the province of British Columbia;
- show a high standard of professionalism in all areas of activity;
- present a balanced budget;
- be able to demonstrate a diversified revenue base.

The following factors are considered when assessing requests:

- the nature and significance of the services provided to the public;
- the impact of the program;
- the nature and extent of public and private support, including both financial support and community participation;
- the amount of funding support from other levels of government.

Application Requirements

Regional arts councils are required to provide the following information with the application:

- a financial statement for the previous year's operation;
- a budget for the coming year;
- a description of proposed programs;
- a report on the previous year's program.

Arts councils are advised to contact the Co-ordinator of Community and Regional Arts Programs in the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

Application Deadline

- **September 30**

COMMUNITY DEVELOPMENT PROJECTS

Community and semi–professional arts and cultural organizations which do not receive operating assistance from the Cultural Services Branch can apply for assistance with special projects.

Awards can be applied to professional costs associated with performances or programming. These funds may not be used for general operating costs.

Eligibility Criteria

This program is designed to assist:

- community museums, galleries and historical societies;
- community and semi–professional arts organizations.

An applicant must have been a registered non–profit society in the Province of British Columbia for a minimum of one year and must be able to provide an independently-prepared financial statement ('review engagement') for that period.

No funding will be approved after a project is completed, or for project deficits or budget overruns.

Projects must not be eligible for, or receiving, funding through other Cultural Services Branch assistance programs.

Not eligible for funding are requests for operating expenses, start–up costs, 'seed' money, capital expenditures (construction, renovation, property and/or equipment purchase), wages for fund–raising, total salary costs, and individual or group travel expenses.

Under normal circumstances, projects must be distinct from operational activities. Documentation must be submitted demonstrating that the regular operations of the society are financially in good order.

The following factors are considered when evaluating applications:

- the organization's or institution's need for the project;
- the quality of the project;
- financial accountability and responsibility of the applicant;
- proximity of other organizations or institutions performing similar functions and providing similar services;
- level of local support;
- amount and type of matching support for the project;
- the applicant's ability to manage programs as indicated by the success of previous programs.

Application Requirements

Applicants must provide the following documents with the completed application form:

- a list of current board members;
- a list of principal administrative and artistic staff, if any, by name and title;
- proof of registration as a society;
- a recent independently-prepared financial statement ('review engagement') for organizations whose total operating budget is less than $100,000; or an audited financial statement for organizations whose total budget exceeds $100,000.

Applicants are advised to contact the appropriate program co-ordinator at the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to filing an application.

Maximum Assistance

Awards will not exceed 50 percent of project costs.

Application Deadlines

- **May 15**
- **September 15**
- **January 15**

Community Arts Festivals

As part of the Community Development Projects program, awards are available to organizations presenting arts festivals in their communities. Support is intended to assist festivals that produce a program featuring the work of a variety of professional artists, linked by a coherent artistic vision or theme.

Assistance is based on the costs associated with the participation of professional artists engaged for the festival.

Eligibility Criteria

Under normal circumstances, applicants must conform to the following general guidelines:

- Eligible organizations will be registered non–profit societies that have been active within their community for not less than one fiscal year.
- Arts festivals organized primarily by volunteers are eligible for consideration.
- Applicants must demonstrate that provincial assistance will be used exclusively for programming, and not for general operating costs.

The following factors are considered when assessing applications:

- the scale and duration of the festival
- the extent of local government involvement
- the festival theme
- the artistic standards evident in the programming choices
- the service extended to the community by the festival
- the extent of community involvement with the festival.

Maximum Assistance

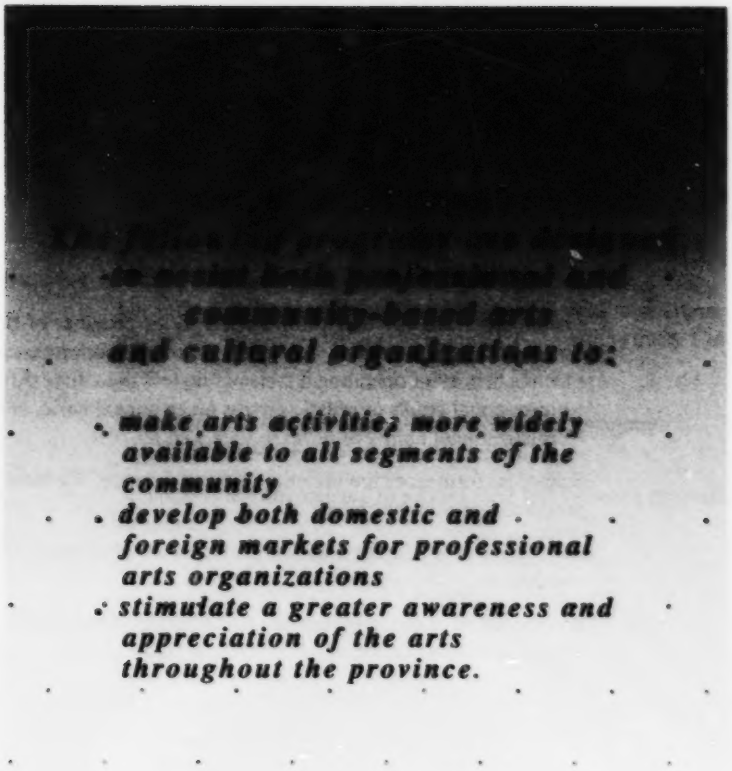
- $2,500

Application Requirements

Applicants are advised to contact the Co-ordinator of Community and Regional Arts Programs at the Cultural Services Branch in order to discuss program guidelines and eligibility criteria.

Application Deadlines

- **May 15**
- **September 15**
- **January 15**


community-based arts
and cultural organizations to:
make arts activities more widely available to all segments of the community
develop both domestic and foreign markets for professional arts organizations
stimulate a greater awareness and appreciation of the arts throughout the province.

ARTS RESOURCE TOURING SUBSIDY

This program assists non–profit community organizations outside metropolitan Vancouver and Victoria who wish to sponsor visiting Canadian professional performing arts events. Awards are paid following written confirmation of events.

GUIDELINES

Assistance is available, on a priority basis, for the following:

- performing arts organizations receiving operating assistance in the current fiscal year from the Cultural Services Branch;
- recognized Canadian professional performing artists receiving touring assistance from the Touring Office of the Canada Council;
- established concert series programs;
- other professional artists or artistic groups which are generally eligible for assistance.

Eligibility Criteria

Sponsors eligible for assistance must:

- be incorporated as a non–profit society in the province of British Columbia;
- be based in the community or region where the performances are presented;
- have a history of operating a series of no less than three different touring professional artists or artistic groups on an annual basis, or have firm plans and the organizational ability to develop such a series.

School performances are not eligible for assistance. Commercial entertainment programs are also ineligible.

A.R.T.S. is available for only one performance of an artist or group per tour to a community.

It is the intent of this program that performances be subsidized on a break–even basis. Organizations are encouraged not to accumulate deficits.

Application Requirements

All applications are evaluated on individual merit. When there is more than one application from a community, those applications may be evaluated together.

The following factors are considered when evaluating applications:

- quality and balance of programming
- level of arts activity in the area
- applicant's geographic location
- financial feasibility of program proposals
- extent of public support (This includes both financial contributions and attendance at previous performances.)

A final report of the previous year's programming and expenses must accompany all applications.

Maximum Assistance

All awards are based on the funds allocated to the Cultural Services Branch for this program.

A total amount of $2,500 per community sponsor during a fiscal year is available. This figure is based on:

- 50 per cent of artistic fees for B.C. artists to a maximum of $1,500 per single event, and
- 30 per cent of artistic fees for other Canadian artists to a maximum of $1,500 per single event.

Awards may be less than maximum allowable funding.

Any surplus accumulated through Cultural Services Branch funding will be deducted from future awards.

For More Information

For information about program guidelines and eligibility criteria, contact the Co-ordinator of Community and Regional Arts Programs in the Cultural Services Branch.

Application Deadlines

- **May 30** - for autumn touring season or annual programs
- **September 30** - for spring touring season

Applicants are encouraged to submit their full season's programs prior to the May deadline.

ARTISTS IN SCHOOLS

Assistance is available for school districts sponsoring arts enrichment programs for grades K–12, provided these programs are in addition to the regular curriculum. All awards are based on the funds allocated to the Cultural Services Branch for this purpose.

The Artists in Schools program has two components:

(A) ARTISTS IN PERFORMANCE

(B) ARTIST IN RESIDENCE

GUIDELINES

Eligibility Criteria

- The applicant organization must be a school district in British Columbia.
- College and university programs are not eligible for assistance from this program.

Maximum assistance

The maximum assistance per school district is determined by 1) the number of schools in each district and 2) the distance of the applicant from major urban areas. **This support represents the total for the Artists in Performance and/or the Artist in Residence component(s) of the program.**

The program provides up to $5,000.00 per school district in any one year. This figure is based on:

- 50 per cent of artistic fees for B.C. artists to a maximum of $1,500 per single event, and
- 30 per cent of artistic fees for other Canadian artists to a maximum of $1,500 per single event.

Approved awards are paid following the written confirmation of events and the submission of a final report and financial statement for the previous year's activities.

Application Deadlines

- **May 30** - for pre–Christmas term or full school year
- **September 30** - for post–Christmas term

Applicants are encouraged to submit their full year's program prior to the May deadline.

(A) ARTISTS IN PERFORMANCE

Assistance covers the costs incurred in sponsoring arts performances in a school. Performances may include music, dance, theatre, literary readings or other performing arts.

Eligibility Criteria

Maximum eligibility is not automatic. No funding will be approved after a project has commenced, or for program deficits or budget over–runs.

The following factors are considered when adjudicating requests:

- the past and current levels of arts programs in the school district and the degree of initiative indicated in the development of arts programming;
- the quality and balance of programming;
- the geographical location;
- transportation costs of bringing students to an event;
- the extent of the local public and school district support for the program.

Application Requirements

A final report of the previous year's programs subsidized through the Cultural Services Branch must accompany all applications.

Maximum Assistance

50 per cent of artistic fees of artists, up to $5,000 per district in any one school year, if Artists in Residence subsidy is not requested.

Awards are paid in full following application approval. Any surplus accumulated through provincial grants will be deducted from future grants.

Application Deadlines

- **May 30** - for pre–Christmas term or full school year
- **September 30** - for post–Christmas term

Applicants are encouraged to submit their full year's program prior to the May deadline.

(B) ARTISTS IN RESIDENCE

Artists in Residence assistance is available for schools wishing to engage an artist as an on-site arts resource for a specified period of time. For the purpose of these awards, an eligible artist is defined as an individual who is a professional visual artist, dancer, choreographer, musician, composer, actor, playwright, or writer.
All awards are based on the funds allocated to the Cultural Services Branch for this purpose.

Eligibility Criteria

The length of a residency program should be no less than three days and no more than four months.

A school district is eligible for a maximum of two residencies per fiscal year. Except in unusual circumstances, funding for a residency cannot be extended beyond the four–month period.

Priority is given to school districts sponsoring artists from another geographic location in the province.

No funding will be approved after a project has commenced, or for program deficits or budget over–runs.

Residency programs must provide increased arts awareness, knowledge and enrichment for all participants. This includes the sponsored artist(s), the sponsoring district, teaching staff, children, and any spectators.

An individual artist is not eligible for consecutive residencies in the same school district.

Proposed program must indicate full community and school district support.

Application Requirements

The application must be for a special program, clearly identified as an event that could not take place without an award.

All applications must be made on the appropriate application forms, completed in full, submitted with all required supporting documentation as listed on the application form.

A final report on the previous year's program subsidized through the Cultural Services Branch must accompany all applications.

Maximum assistance

- No more than 50 per cent of expenses per project;
- Up to $1,500 for an individual artist;
- Up to $5,000 for eligible artists per district in any one school year, if Artists in Performance is not requested.

Awards are paid in full, following confirmation of program. Any surplus accumulated through provincial grants will be deducted from future awards.

For More Information

For information on program guidelines and eligibility criteria, contact the Co-ordinator of Community and Regional Arts Programs in the Cultural Services Branch.

Application Deadlines

- **May 30** - for pre–Christmas term or full school year
- **September 30** - for post–Christmas term

Applicants are encouraged to submit their full year's program prior to the May deadline.

TOURING EXHIBITION ASSISTANCE

This program supports the circulation of regional, provincial and national contemporary and historical exhibitions to museums and galleries throughout the province. Exhibitions originating within the province are given preference.

GUIDELINES

Eligibility Criteria

Organizations eligible for assistance must:

- be incorporated as a non–profit society in British Columbia or be a public institution operated by a municipality with a community–based board of management;
- be an institution whose primary objectives include collecting, preserving, assembling or exhibiting to the public;
- have completed at least one full year of operation;
- be open to the public year round;

Exhibitions eligible for assistance must:

- have been curated by a recognized professional;
- have been booked and confirmed in at least three institutions within B.C.

Eligible Expenses

Presentation costs incurred when borrowing exhibitions curated by a recognized professional are eligible for assistance. Presentation costs include:

- crating
- transportation
- exhibition fee
- insurance
- catalogue and poster expenses.

Ineligible Expenses

Ineligible costs include local promotion and administration (i.e., office costs) of the event.

Application Requirements

Organizations applying for touring assistance must provide the following documents with the completed application form:

- a list of administrative and artistic staff by name and title;
- a list of current board of directors or managing body;
- a copy of any current application for circulation assistance made to the Canada Council.

Applicants are advised to contact the Co-ordinator of Visual Arts Programs in the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

Maximum Assistance

50 per cent of each venue's eligible costs to a maximum of $500 per exhibition.

Application Deadlines

- **May 15**
- **September 15**
- **January 15**

WRITERS IN LIBRARIES

This program assists British Columbia public libraries who wish to sponsor readings and workshops by professional B.C. writers. Its aim is to promote the appreciation of the province's writers and increase public access to their works.

The program, jointly funded through the Library Services Branch and the Cultural Services Branch, is administered by the Cultural Services Branch, in consultation with the Library Services Branch.

GUIDELINES

Eligibility Criteria

Public Libraries: Each type of public library in B.C. is eligible for assistance. This includes:

- integrated public libraries,
- municipal public libraries,
- public library associations,
- reading centres,
- regional libraries,
- federated libraries.

Under normal circumstances, one application per public library will be considered in each fiscal year. Public libraries are encouraged to apply to the May deadline and to designate an individual to co–ordinate requests for writers from individual library branches.

Writers: To be eligible for the program, a writer must:

- be a B.C. resident and have resided in the province for at least one year;
- have had published professionally at least one work of fiction, short fiction, poetry, drama, children's literature or non–fiction.

Application Requirements

Applicants are advised to contact the Co-ordinator of Literary and Publishing Programs in the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

Each funding request must contain the following information on application forms:

- a detailed budget or projected expenses and revenues for the program;
- information on writers participating (length/place of residence, category of work);
- number of readings or workshops for each writer;
- location and sites of reading/workshop.

For libraries that have received assistance during the previous year, a final report on the previous year's programming, expenses and revenues must accompany all applications.

Maximum Assistance

Maximum amounts available for each public library system are as follows:

1. Up to 50,000 population served – maximum of $1,000
2. Between 51,000 and 100,000 population served – maximum of $2,000
3. Between 101,000 and 200,000 population served –maximum of $3,000
4. Over 200,000 population served – maximum of $4,000
5. A federated library is eligible for a maximum of $1,000.

Eligible assistance is based on *50 per cent of eligible costs* incurred in bringing a writer to the library. These costs include:

- a standard writer's fee of $100 – $200 per day
- travel expenses
- per diem expenses (accommodation, meals, etc.) for visiting writers.

Awards are made on a first–come, first–served basis within the budget limits of this program.

Awards may be less than the maximum allowable.

Awards are paid in full following receipt of written confirmation of the events by the Cultural Services Branch.

Application Deadlines

- **June 30**
- **October 31**

INTERNATIONAL TOURING

This program assists British Columbia artists to develop international markets by providing funding to professional B.C. artists or arts organizations touring outside of Canada.

Organizations or individual artists requiring assistance are requested to advise the Cultural Services Branch as soon as a tour is contemplated.

GUIDELINES

Eligibility Criteria

- Eligible tours must have as their primary objective the development of a proven or potential international market for the artist(s).
- Eligible tours must have a diversified revenue base which includes a significant percentage of earned income.
- Artists must meet recognized international standards.
- Only one tour per applicant will be considered for funding in a given fiscal year (April 1 – March 31).
- Priority is given to requests that are received a year or more in advance and to those artists who, by the nature of their work, must tour.
- Tour planning and co–ordination must meet professional standards.
- Priority is given to those tours which maximize potential market development.
- Under normal circumstances, the tour itinerary must be confirmed prior to a commitment of funding on the part of the Province.

Assistance is not available for:

- international travel costs of foreign artists touring to B.C.
- attendance at international conferences, competitions or symposia.

Application Requirements

An application consists of:

- a letter of request
- a tour budget
- a tour itinerary
- confirmations of engagement
- for organizations, a copy of the most recent audited financial statement and annual operating budget.

Applicants are required to contact the appropriate program co-ordinator in the Cultural Services Branch prior to making an application, in order to discuss program guidelines and eligibility criteria.

Application Deadlines

- **6 – 12 months prior to start of tour**

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PROFESSIONAL DEVELOPMENT ASSISTANCE

This program subsidizes tuition and course-related costs to assist practising professional artists or arts managers in pursuing advanced studies in their preferred discipline.

Assistance is provided for concentrated periods of study at educational institutions or with a recognized professional instructor.

GUIDELINES

Eligibility Criteria

Assistance is available in the following disciplines:

- arts administration
- creative writing
- dance (performance, choreography)
- multi–disciplinary studies
- museological and conservation studies
- music (performance, composition)
- theatre (acting, directing, technical)
- visual arts.

This program defines a "professional artist" as an individual who has finished basic training within his or her discipline, has worked in the field for at least two years, and earns a major portion of his or her annual income from artistic endeavors.

An artist who is changing disciplines and who wishes to apply for professional development assistance must have been a professional artist for five years to qualify for support.

A professional arts administrator is an individual who has worked in a management position in a professional arts organization for at least two years.

Candidates are allowed only one award per year.

Candidates must be Canadian citizens or landed immigrants and must provide a Canadian social insurance number.

Applicants must have resided in British Columbia for at least 12 months prior to application, and must be Canadian citizens or landed immigrants.

Assistance is not available for full–time winter studies, maintenance training (for performing artists), conferences, or the production of materials such as audition tapes and portfolios.

Application Requirements

All applicants are required to contact the Co-ordinator of Arts Awards Programs in the Cultural Services Branch prior to submitting an application, in order to discuss their proposal and the relevant support materials required.

The following documents must be submitted in support of every application:

- a description of the course of study
- a statement of fees
- a letter of acceptance from the institution (once available)
- two letters of reference (one from the applicant's current employer if applicable)
- a curriculum vitae

Maximum Assistance

50 percent of eligible costs up to $1,500.00

Application Deadlines

- **May 15**
- **September 15**
- **January 15**

PROJECT ASSISTANCE FOR CREATIVE WRITERS

Assistance is available to professional British Columbia creative writers for specific creative projects. Funding is intended to assist creative writers by providing time to work on the proposed project. One juried competition is held annually.

GUIDELINES
Eligibility Criteria

Under normal circumstances, applicants for this program must meet the following criteria:

- Writers must have finished all basic training and be recognized professional creative writers, with a minimum of five years' experience.
- An individual writer may make one application per year to the program.
- Applicants must have been residents of British Columbia for a minimum of 12 months prior to making application and must be Canadian citizens or landed immigrants.

- In the case of novelists, and writers of short fiction, non–fiction, or poetry, applicants must have had at least one book professionally published and a signed contract for the second book.
- For fiction writers: an equivalent of a second book is 120 pages of fiction or 40 pages of poetry published in recognized literary periodicals.
- For playwrights: applicants must have had two works professionally produced or published. Public Readings may be considered if conducted by professionals as part of an established play development program.

Eligible projects are those directly concerned with the creation of new works or the re–writing of existing, unpublished manuscripts.

Eligible Expenses:

- writer's living allowance
- materials costs
- funds to be paid to other creative individuals necessary for the realization of the project.

Ineligible Projects or Expenses:

- research and writing of works with minimal original, critical, or analytical content such as indices, bibliographies, and instructional or technical books, including text books, cook books, self–help books, and guide books
- scholarly works
- assistance toward the publication or promotion of books and periodicals
- projects eligible for funding from other provincial government agencies.

Application Requirements

Applicants are advised to contact the Co-ordinator of Arts Awards Programs in the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

Applicants should submit the following to the Cultural Services Branch:

- an application cover sheet
- a project proposal and budget
- a brief biography and resume of professional accomplishments
- a complete bibliography (Please do not send copies of published books.)
- two letters of recommendation from recognized professional writers, publishers or directors (The letters must be received within 7 days after the application deadline.)
- for writers who have had only one book published, a letter from a publisher stating that a contract for a second book has been signed
- a sample of the applicant's recent writing.

The sample should include a maximum of 20 manuscript pages of the writer's recent, published or unpublished (produced or unproduced) work in the same genre as the proposed project, preferably the work–in-progress.

IMPORTANT! Please do not send original manuscripts. The Cultural Services Branch cannot be responsible for lost or damaged manuscripts.

Adjudication Process

A jury composed of individuals active in professional literary arts will be convened annually to evaluate applications based on eligibility of applicants and quality of writing.

The jury will make recommendations to the Minister of Tourism and Minister Responsible for Culture regarding successful applications. Decisions will be made available 10 –12 weeks after the deadline date.

Maximum Assistance

$5,000.00 during one fiscal year

Application Deadline

- **October 15**

PROJECT ASSISTANCE FOR VISUAL ARTISTS

Assistance is available to professional visual artists for specific creative projects. One juried competition is held annually.

GUIDELINES

Eligibility Criteria

Applicants must:

- be professional visual artists with a minimum of five years experience;
- have had a minimum of two professionally curated exhibitions;
- have been residents of B.C. for a minimum of 12 months prior to making application and must be Canadian citizens or landed immigrants.

Awards are available for the creation of new works.

Funds are not available for the mass reproduction or exhibition expenses of existing works.

Eligible Expenses:

- living expenses
- costs of materials
- travel expenses (including economy air fare, accommodation, per diem, and shipping costs only) for travel to the first exhibition of the work created from project award assistance.

Ineligible Expenses:

- capital expenses
- promotional expenses.

Artists receiving assistance under this program may utilize these funds to hire and pay other creative individuals working on the project.

Application Requirements

To assist in establishing their eligibility, applicants are encouraged to contact the Co-ordinator of Arts Awards Programs in the Cultural Services Branch prior to making application.

Applicants should submit the following:

- a completed application;
- a project proposal and budget;
- a brief biography and resume of their professional accomplishments (including any exhibitions within the last 5 years);
- a maximum of 19 slides (with slide list) or photographs of recent work;
- two letters of recommendation from recognized professionals currently active in the visual arts field.

Adjudication Process

A jury of individuals active in the professional visual arts will be convened to make recommendations to the Minister of Tourism and Minister Responsible for Culture. Decisions of the Minister will be made available 8-10 weeks after the deadline date.

Maximum Assistance

$5,000.00 during one fiscal year.

Application Deadline

- **November 15**

FILM AND VIDEO PRODUCTION ASSISTANCE

The Film and Video Production Assistance Program is intended to support independent filmmakers and video artists who are working on the production of innovative, experimental and non–industrial works.

GUIDELINES

Eligibility Criteria

- Applicants must be Canadian citizens or permanent residents and have lived in British Columbia for a minimum of 12 months prior to making an application.
- Only one application per applicant will be accepted in any given competition.
- Full–time students are not eligible under this program.
- Eligible projects include independent productions over which the artist has total editorial control. They may be in any of the following genres: animation, documentary, drama, experimental.

This program will assist with a project up to the completion of a release print. Eligible development costs of a project cannot exceed 10 per cent of the award.

Priority is given to projects that have received production assistance from other funding sources such as the National Film Board or the Canada Council. Successful applicants must provide proof of all funding in the total amount of the project's budget.

Awards are paid in two instalments. Successful applicants must submit an interim report before payment of the second instalment. A final report is also required.

Projects considered **ineligible** for support under this program are those which are:

- designed primarily for theatrical release or prime time television
- commercial or industrial promotions
- educational, community development or commissioned works
- student films.

Ineligible expenses include:

- promotion or distribution including extra release prints
- purchases of equipment
- expenses incurred prior to the application date.

Application Requirements

In addition to a completed application form, all applicants must submit the following support documentation:

- a recently-produced, completed film or video over which the applicant has had full editorial control (It must be submitted on 1/2" VHS video tape or 16mm film.)
- footage from the applicable film/video if the applicant is applying for post–production funding only.

SUPPORT MATERIAL MUST HAVE THE APPLICANT'S NAME CLEARLY VISIBLE ON THE CARRYING CASE AND TAPE/REEL.

N.B. The Cultural Services Branch will take all reasonable care with the support material but cannot accept responsibility for loss or damage.

- a summary budget which includes deferred and/or donated costs
- a detailed description of the proposed project
- 10 – 15 pages of script with a synopsis (if applicable)

- a resume which includes professional training and related artistic activities
- two letters of appraisal.

Applicants are advised to contact the Co-ordinator of Arts Awards Programs at the Cultural Services Branch to discuss program guidelines and criteria prior to submitting an application.

Maximum Assistance

The Cultural Services Branch will support no more than 50 per cent of the total budget of any production. Funds will not be awarded more than once for a single project.

Level I assistance provides up to $10,000.00 to emerging filmmakers and video artists toward the development and production costs of a project.

Level II assistance provides up to $25,000.00 to senior filmmakers and video artists toward the development and production costs of a project. Senior artists should have a minimum of 5 years' experience as a working media artist and contributed a significant body of work to the field.

Adjudication Process

A jury of individuals active in the professional media arts will be convened to make recommendations to the Minister of Tourism and Minister responsible for Culture regarding successful applications. Decisions of the Minister will be made available 10 weeks after the deadline date.

Application Deadline

- **April 15**

TRAVEL ASSISTANCE PROGRAM FOR MEDIA ARTISTS

This program is designed to promote British Columbia film and video productions by assisting B.C. filmmakers and video artists to attend recognized festivals or showcases.

GUIDELINES
Eligibility Criteria

Under normal circumstances, the applicants must:

- be professional B.C. film/video artists who have received an official invitation to, and whose productions will be officially screened at, recognized festivals or showcases.
- satisfactorily demonstrate their ability to provide complementary funding.

Ineligible Projects/Activities

- Projects designed exclusively for theatrical release or prime time television, commercial or industrial promotion, community development, education or sponsored productions are not eligible.
- Attendance at film markets or trade shows cannot be funded under this program.

Application Requirements

Applicants must submit a Travel Assistance Application Form along with:

- proof of official invitation to a recognized festival or showcase;
- a detailed budget including complementary funding.

Applicants are advised to contact the Co-ordinator of Arts Awards Programs in the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

Maximum Assistance

Up to 50 per cent of total costs to a maximum of $2,000.00. This includes travel and per diem expenses.

Eligible travel and per diem expenses include:

- regular economy or charter air fares,
- reasonable accommodation and per diem costs.

Application Deadlines

- **Applications should normally be submitted 8-10 weeks in advance of the event.**
- **Applications are reviewed on an on–going basis.**

SCHOLARSHIP AWARDS

The Scholarship Awards Program is intended to stimulate the development of potential British Columbia artists by assisting with the arts education of promising B.C. students.

Support in any given year should not be regarded as a guarantee of similar support the year following. Students must re-apply each year, since awards are not automatic after the first successful application. Each application is considered on its merits.

Awards are paid to recognized schools on behalf of the student.

Recognized disciplines eligible for grants are:

- theatre (acting, directing, technical),
- dance (performance, choreography),
- music (performance, composition),
- visual arts and crafts,
- film and video,
- creative writing,
- arts administration,
- museological and conservation studies.

Disciplines **not recognized for eligibility** under this program include:

- language study,
- fashion design,
- interior design,
- architecture,
- fine arts education programs (teacher training),
- music, dance or art therapy,
- history of art, general art appreciation, and work of an essentially academic nature.

Scholarship Categories

JUNIOR AWARDS

Junior Awards are available for course work and study programs up to, and including, the second year of a university or community college program, or equivalent private instruction. Assistance is available for a maximum of 4 years of full–time study. Preference is given to students attending fine arts schools and academies in British Columbia or other Canadian provinces.

Maximum Assistance

Up to $1,500.00 for full–time winter studies.

SENIOR AWARDS

These awards are for course work/programs that a student wants to pursue after completing the second year of university undergraduate or professional diploma programs; or for a post–graduate program or equivalent private instruction.

Assistance is available for full–time study at recognized post–secondary institutions or academies without restriction of country/location. Senior awards are available for a maximum of six years.

A student must be majoring in his/her arts program and should be of first–class standing.

Maximum Assistance

Up to $2,500.00 for full–time winter studies.

Eligibility Criteria

- Candidates should be no less than 15 years of age at the time of application. This may be waived if special circumstances are submitted, in writing, to the scholarship review committee.
- Candidates must be Canadian citizens or landed immigrants. Each candidate must provide a Canadian Social Insurance number.
- Preference is given to applicants who have resided in British Columbia for at least 12 months prior to application.
- Assistance is not available for travel expenses.
- Awards cannot be used retroactively or applied to past studies.

Application Requirements

The following must be submitted in support of an application:

- three assessments of artistic merit
- a letter of acceptance from the institution of study
- a statement of fees
- a recent transcript of grades
- a portfolio of recently completed work.

Applicants are advised to contact the Co-ordinator of Arts Awards Programs in the Cultural Services Branch to discuss program guidelines and eligibility criteria prior to submitting an application.

Adjudication Process

Applications are adjudicated by committees composed by professional artists selected for their expertise in specific disciplines.

Applications are evaluated on the basis of:

- ability, achievements and personal objectives of the individual
- nature and length of proposed program of study
- calibre of work in comparison to other students at the same level, in the same discipline
- the over–all quality of presentation of the application, including supporting documentation.

Application Deadline

- **May 31** - for scholarships for the following winter study season.

Applications are available from the Cultural Services Branch upon request in March.

If for some reason, a document cannot be provided by the application deadline, a letter outlining the circumstances must accompany the application form.

Applicants failing to meet the May 31 deadline may jeopardize their eligibility for assistance.

Incomplete applications will not be adjudicated.

BLOCK FUNDING FOR BOOK PUBLISHERS

This program provides funding to eligible British Columbia book publishers for books that contribute to the development of provincial or national arts and culture.

Publishers may apply once a year to receive funding for eligible books scheduled for publication *during the current calendar year*.

To support the application, publishers must provide financial and other information on books published during the past two years.

GUIDELINES
Eligibility Criteria

Publisher Eligibility
Publishers should meet the following criteria:

- Under normal circumstances, applicants must
  - have been in business for at least 3 years,
  - have at least 8 eligible titles in print,
  - have published an average of 3 eligible titles a year for the past 3 years.
- Book publishing must be the primary activity of the applicant. Factors such as the ability to demonstrate separate editorial departments/boards and separate budgets for the publishing operation will be assessed in determining eligibility.
- The publishing company must be 75 per cent Canadian owned.
- The publisher's head office must have been located in B.C. for at least one year before the company is eligible to make application to the program.
- The publisher must have devoted more than 75 per cent of its previous year's publishing program to books by authors other than principals in the company.
- The publisher must have demonstrated its editorial capability.
- The publisher must provide documentation that it has fully met its royalty commitments as defined in its contracts with authors. If there is a book for which no royalty arrangements have been made, the publisher must be able to demonstrate payment of a sum to the author(s) for the creation of the work.
- The publisher must have proven distribution procedures.

Title Eligibility
Eligible titles must contribute in an original and creative way to the development of provincial or national arts and culture. Eligibility is determined by the Publishing Advisory Committee.

Titles **excluded** from support include the following categories:

- books that generally do not incur a deficit, and therefore do not require additional support
- books that do not contain a significant portion of original material
- directories, index compilations or bibliographies of minimal critical content
- travel guide books
- instructional or self–help books and manuals, including books describing how–to–techniques, skills or games and cookbooks
- catalogues of exhibitions (unless by special exception)
- commissioned industrial or business histories
- books intended to promote a corporation or a product